

U.S. DEPARTMENT OF AGRICULTURE
Federal Grain Inspection Service
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Washington, D.C. 20090-6454

GRAIN INSPECTION HANDBOOK
Book IV
Chapter 1
1/1/91

CHAPTER 1 APPLICATION FORMS

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1.1
ORIGINAL
INSPECTION,
WEIGHING,
REINSPECTION
OR REVIEW OF
WEIGHING
SERVICES

Requests for original inspection or weighing services must be filed, orally or, in writing, with the agency or the Federal Grain Inspection Service (FGIS) field office responsible for the area in which the grain is to be sampled and weighed.

When agency or FGIS personnel require it, oral requests for inspection or weighing services on grain in land carriers or barges must be confirmed in writing using Form FGIS-907, "Application for Inspection and Weighing of Grain in the United States and Canada." This form may be obtained from any FGIS field office. Agencies may develop application forms that suit their needs provided all of the required information is shown. Applications shall include the following information:

- A. Identification, quantity, and the specific location of the grain (if known);
- B. Name and mailing address of the applicant;
- C. Kind (scope) of inspection or weighing service desired;
- D. Signature of applicant or authorized agent; and
- E. Any additional information which may be required in specific cases by the agency performing the service.

Book III, chapter 2, of the Grain Inspection Handbook requires that the applicant for official inspection and weighing services provide official personnel a complete load order document before loading combined lots or shiplots.

Requests for services must be accompanied by a load order document specifying (1) the exact grade 1/ including the percentage of dockage, if any, specified in the sales contract; (2) the approximate quantity of grain in the lot; (3) the subplot size; (4) the specified protein information, when applicable; (5) any special requirements, such as aflatoxin analysis, zero infestation, or other maximum or minimum limits for factor determinations; (6) the mailing address when copies of the shiploading log are requested; and (7) any other specific requirements. The document must be signed by the individual issuing the load order.

Requests for reinspection or review of weighing services must be filed with the FGIS field office or agency that conducted the original service.

Requests for inspection or weighing services may cover one or more identified lots or submitted samples, a number of identified lots that are to be shipped from or to a specified location during a specified time period, or all lots shipped from or to a specified location or person.

1/ A load order grade is not required to be declared prior to loading if the applicant either does not know the exact grade to be loaded or plans to load grain of different quality without cutoffs or separations (e.g., barge-to-ship operations). When a load order grade is not declared, certificate the lot to the best, uniform grade. If the lot is not uniform for any grade, combine the sublots of the same grade and certificate them together as individual lots.

1.2
APPEAL
INSPECTION OR
BOARD APPEAL
INSPECTION
SERVICES

Interested persons may request an appeal inspection from the field office that conducted the original inspection or reinspection service or, in the case of services conducted by an agency, the supervising field office.

Interested persons may request a Board appeal inspection service from the Board of Appeals and Review (BAR) or the field office that conducted the appeal inspection service.

Requests for appeal inspections may be filed orally or in writing. However, upon request, oral requests shall be confirmed in writing by submission of a Form FGIS-908, "Application for Appeal Inspection or Board Appeal Inspection." Applications are furnished, upon request, by FGIS field offices.

A. Appeal Inspection Service. Appeal inspections can be based on a new sample or file sample and are limited to the kind and scope of the original inspection or reinspection service.

B. Board Appeal Inspection. Board appeal inspections are based on a review of file samples submitted by the field office that conducted the appeal inspection and are limited to the kind and scope of that inspection.

An appeal inspection or a Board appeal inspection for official criteria or official factors and/or grade may be considered independent when determining the kind and scope of the inspection service.

**FORM FGIS-907, "APPLICATION FOR INSPECTION AND WEIGHING
OF U.S. GRAIN IN THE UNITED STATES AND CANADA"**

| | | | |
|---|-----------------------------|---|--|
| U.S. DEPARTMENT OF AGRICULTURE FEDERAL GRAIN INSPECTION SERVICE | | Expiration Date: 9-30-90 | |
| APPLICATION FOR INSPECTION AND WEIGHING OF U.S. GRAIN IN THE UNITED STATES AND CANADA | | Public reporting burden for this collection of information is estimated to average 17 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to UNDA, OMB, Clearance Officer, Room 404-W, Washington, DC 20250. When replying refer to the OMB Number and Form Number in your letter. | |
| Pursuant to Section 7 and 7a of the United States Grain Standards Act as amended (7 U.S.C. 79 and 79a) and the regulations thereunder (7 CFR 800 et seq.), we hereby apply for an inspection as described below: | | | |
| TYPE OF SERVICE REQUESTED ("X" one) | | WHERE TO BE INSPECTED ("X" one) | |
| <input type="checkbox"/> Original Inspection <input type="checkbox"/> Reinspection <input type="checkbox"/> Official Weighing <input type="checkbox"/> Supervision of Weighing | | <input type="checkbox"/> In the United States <input type="checkbox"/> In Canada | |
| KIND (Scope) OF OFFICIAL INSPECTION SERVICE ("X" one) | | INSPECTION UNDER OTHER CRITERIA ("X" one) | |
| <input type="checkbox"/> Official Sample-Lot Inspection <input type="checkbox"/> Sampling <input type="checkbox"/> Type Sample-Lot Inspection <input type="checkbox"/> Stowage Examination (For U.S. Grain) <input type="checkbox"/> Submitted Sample Inspection <input type="checkbox"/> Other Closely Related Services <input type="checkbox"/> Quality Information Inspection <input type="checkbox"/> Official Weighing <input type="checkbox"/> Checkweighing or Checkloading Sacked Grain <input type="checkbox"/> Supervision of Weighing | | <input type="checkbox"/> Protein <input type="checkbox"/> Other | |
| TYPE OF GRAIN | | LOCATION OF GRAIN | |
| CARRIER, STOWAGE, OR OTHER LOT IDENTIFICATION | | CONTRACT GRADE | APPROXIMATE QUANTITY |
| REMARKS | | | USE FOR REINSPCTIONS ONLY <input type="checkbox"/> Basis ("X" one) <input type="checkbox"/> File Sample <input type="checkbox"/> New Sample |
| REMARKS | | | <input type="checkbox"/> File Sample <input type="checkbox"/> New Sample |
| REMARKS | | | <input type="checkbox"/> File Sample <input type="checkbox"/> New Sample |
| FOR INSPECTIONS IN CANADA ONLY | | | |
| We certify that the grain was produced in the United States and is moving through Canada in the course of exportation from the United States to countries other than Canada and that the stowage space for which examination is requested is for United States grain. | | | |
| EX-U.S. PORT | DATE LOADED (Mo., Day, Yr.) | EX-SHP. BARGE, OR VESSEL | DATE UNLOADED (Mo., Day, Yr.) |
| | | | |
| NAME AND COMPLETE MAILING ADDRESS OF APPLICANT (Firm Name) | | NAME AND COMPLETE MAILING ADDRESS OF INTERESTED PERSON (If none, so state) | |
| | | | |
| WARNING: Attempts to influence any official personnel with respect to the performance of his/her duties under the U.S. Grain Standards Act may, upon conviction thereof, be subject to imprisonment for not more than 5 years and/or a fine of not more than \$20,000. The offering of any gratuity, as described in 7 CFR 800.187, will be deemed an attempt to improperly influence official inspection personnel. In submitting this application, we expressly agree that the fees and charges for the inspection or weighing services shall be assessable to and payable by us in accordance with the fees and charges described in the regulations (7 CFR 800 et seq.) under the United States Grain Standards Act. | | | |
| NAME AND COMPLETE MAILING ADDRESS OF AGENT (If applicable) | | SIGNATURE OF APPLICANT | |
| | | | |
| NAME OF FIRM | | DATE (Mo., Day, Yr.) | |
| | | | |
| FOR USE BY FGIS | | | |
| APPLICATION RECEIVED | | CERTIFICATE NO(S) | REMARKS |
| DATE (Mo., Day, Yr.) | TIME | | |
| | | | |
| FIELD OFFICE LOCATION (City) | FEES | CHARGES | |
| | | | |

FORM FGIS-907 (5-89)

Instructions for Completing Form FGIS-907, "Application for
Inspection and Weighing of U.S. Grain in the United States and Canada"

A. Action by Applicant. Complete items (1) through (22) in quadruplicate. Send the original and first copy to the appropriate FGIS field office and retain the second and third copies for your records.

- (1) Check the box for the services needed. More than one box may be checked if a combination of services is requested on all carriers identified in item (7); i.e., original and reinspection, original inspection, and official weighing, etc. Otherwise, prepare separate applications.
- (2) Check the appropriate box to indicate whether the service is to be performed in the United States or Canada.
- (3) Check the box indicating the kind and scope of service being requested.
- (4) If an inspection under other criteria is requested, check the appropriate box.
- (5) Enter the type of grain to be inspected.
- (6) Enter the specific location of the grain at the time of application. For applications filed in advance, show where the grain is to be loaded or unloaded. If all of the inspections identified in item (7) are not at the same location, prepare a separate form FGIS-907 for each location.
- (7) Enter the complete name and/or number of the carrier. Identify a barge by name, number, and any lettered prefixes and suffixes; a railcar by its initials and number; a truck or trailer by license number and name or abbreviation of State (include time of sampling, when necessary); and a vessel by its name preceded by its means of propulsion (M/T, M/V, S/S, etc.).
- (8) For inspections during loading, enter the contract grade along with any special grade or other contract requirements. This information is not applicable to carriers that are to be inspected at rest.

- ⑨ Enter the approximate quantity in terms of pounds or bushels. For submitted samples, enter the approximate weight of the sample.
 - ⑩ When a reinspection is requested, check the box indicating the type of sample required.
 - ⑪ When a reinspection is requested, enter the date the original inspection was performed.
 - ⑫ Enter additional information as necessary.
- Complete items ⑬ through ⑯ for Canadian inspections only.
- ⑬ Enter the name of the U.S. port where the grain was originally loaded.
 - ⑭ Enter the date the loading was completed in the U.S. port.
 - ⑮ Enter the name of the ship, barge, or vessel from which the grain was unloaded. Identify a barge by name, number, and any lettered prefixes and suffixes; identify vessel by name preceded by its means of propulsion (M/T, M/V, S/S, etc.).
 - ⑯ Enter the date that unloading was completed in Canada.
 - ⑰ Enter the complete firm name and mailing address of the applicant. The applicant will receive the original certificate(s) and will be assessed the fee(s) and charge(s).
 - ⑱ Enter the complete name and mailing address of interested persons if any.
 - ⑲ If the application is submitted by an agent for the applicant, enter the complete firm name and mailing address of the agent.
 - ⑳ Sign the application. Signatory may be the applicant, an employee, or an agent.
 - ㉑ Enter the name of the firm that is requesting the service (should correspond with signature(s) in item ㉒).

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(22) Enter the date the application was prepared.

B. Action by Field Office. Review form FGIS-907 for completeness. If incomplete, either return the form to the applicant for completion or insert and initial the missing information. Complete items (23) through (29) .

(23) Enter the date the application was received.

(24) Enter the time the application was filed and check a.m. or p.m.

(25) Enter the name of the field office.

(26) Enter the applicable fee(s).

(27) Enter the applicable charge(s).

(28) Enter the inspection certificate number(s) including the lettered prefix.

(29) Enter any additional pertinent information.

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[illegible]

1) List factor(s) and/or other criteria in question. For requests filed in advance, show the scope of the inspection in question.
2) Show only date of inspection being appealed or weighing service being reviewed.

FORM FGIS-008 REVERSE

Instructions for Completing Form FGIS-908, "Application
for Appeal Inspection or Board Appeal Inspection"

A. Action by Applicant. Complete items (1) through (19) in triplicate. Send the original and first copy to the appropriate FGIS field office or the BAR when a Board appeal is requested. The second copy may be retained for your records.

- (1) Check the box for the level of service(s) being requested. More than one box can be checked if an appeal inspection, Board appeal inspection, or review of weighing service is desired on all of the carriers identified in item (7); otherwise, prepare a separate form FGIS-908.
- (2) Check the box representing the level of service(s) being appealed. Only one box may be checked per application. If all of the services identified in item (7) are not of the same level, prepare a separate form FGIS-908.
- (3) Check the box indicating the kind and scope of service(s) being reviewed. If all of the inspections identified in item (7) are not of the same kind and scope, prepare a separate form FGIS-908.
- (4) Check the applicable box to indicate whether a request for an appeal inspection, Board appeal inspection, or review of weighing service has been filed with another FGIS field office. If yes, show in item (13) the name of the field office and whether the request was for an "appeal inspection," "Board appeal inspection," or "review of weighing service."
- (5) Enter the specific location of the grain at the time of application; e.g., elevator or track location in rail yard. If the specific location is different for each container, show the location in item (13)

NOTE: Applicants shall notify the field office of the new location when the location shown in either item (5) or (13) has changed. For applications filed in advance, enter where the grain is to be loaded or unloaded. (This item does not apply to submitted sample inspections.)

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- ⑥ If a lot is to be moved, enter the location where the grain will be available for sampling. (This item does not apply to submitted sample inspections.)
- ⑦ Use the lot, carrier, or submitted sample identification shown on the certificate for the service in question. Identify a barge by name, number, and any lettered prefixes and suffixes; a railcar by its initials and number; a truck or trailer by license number and name or abbreviation of State (include time of sampling when necessary); and a vessel by its name preceded by its means of propulsion (M/T, M/V, S/S, etc.).
- ⑧ Enter the quantity in terms of bushels, pounds, weight loaded or unloaded, or to be loaded or unloaded for cargos. For a lot of sacked grain, also enter the type, number, and weight of sacks; e.g., 6000, 100-lb. cotton sacks. For a truckload or trailerload, show truckload, trailerload, part-truckload, or part-trailerload as the case may be. For a railcar, enter the marked capacity of the carrier or "over 130,000 lbs." or "under 130,000 lbs." as the case may be. For submitted samples, enter the approximate weight of the sample.
- ⑨ Enter the kind of grain and the reason for the appeal or review; e.g., the grade determining factors or other criteria. For requests filed in advance, show the kind of grain and the contract grade.
- ⑩ Enter the sample basis desired for the appeal inspection. All Board appeal inspections will be performed on the basis of the official file sample.
- ⑪ Enter the date of the original service. For applications filed in advance of loading, enter the expected date and time of loading if possible.
- ⑫ Indicate whether the original certificate for the inspection being appealed is attached. If the certificate is not attached, explain in item ⑬.
- ⑬ Enter any additional pertinent information.
- ⑭ Check the box if additional entries for items ⑦ through ⑬ are made on reverse side.

- ⑮ Check the box indicating the desired method for itemizing the applicable fee(s) and charge(s) on billing documents.
- ⑯ Enter the complete firm name and mailing address of the applicant. (An applicant is an interested person, agent, or firm that requests an appeal inspection, Board appeal inspection, or review of an original weighing service.) The applicant will receive the original appeal certificate(s) and assess the applicable fee(s) and charge(s).
- ⑰ Enter names and mailing addresses of interested persons, if any. If there is no interested person, enter "none." Interested persons will receive a copy of each certificate.
- ⑱ Enter the date that the application was prepared.
- ⑲ Sign the application. Signatory may be the applicant, an employee, or an agent.

B. Action by Field Office or BAR. Review form FGIS-908 for completeness. If incomplete, either return to the applicant for completion or insert the missing information and initial as appropriate. Complete items ⑳ through

- ㉔ .
- ㉔ Enter the date the request was filed in writing with the field office.
- ㉕ Enter the time the request was filed with the field office and circle a.m. or p.m. as applicable.
- ㉖ Enter the appeal and/or Board appeal inspection certificate number and lettered prefix. If both certificate numbers are being shown, identify the numbers under the headings "appeal" and "Board appeal."
- ㉗ Enter any additional pertinent information. This space may be used to continue a list of certificate numbers from item ㉔ .
- ㉘ Enter the name of the field office.

